

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**TRAINING OFFICER SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions which function as Training Officer Supervisors. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions which supervise training programs for a large agency. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not spend the majority of their time supervising professional training-related functions.
3. Positions which coordinate or manage department training programs for a majority of their time and are more appropriately classified as Training Coordinator or Training Director.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

**II. DEFINITION**

**TRAINING OFFICER SUPERVISOR**

This is professional work related to the supervision of training programs for a large agency. Positions allocated to this classification supervise staff in the development, promotion, conduct, and implementation of training programs involving a variety of technical, professional, supervisory, and clerical courses for agency employees and agency-specific programs. Work is performed under general supervision.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which supervise training programs. This classification replaces the Training Officer 1 and 2 Supervisor classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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